

INSTRUCTIONS FOR PERSONNEL TEMPORARY ADDITIONAL DUTY (TAD) TO HAWAII

1. Upon receipt of TAD orders, all personnel TAD to Hawaii are directed to arrange for lodging at one of the military lodging facilities listed below. In the event that military lodging is not available, all personnel are directed to obtain a certificate or a number of non-availability from each facility. Failure to comply with this requirement can result in personnel not being fully reimbursed for lodging. The intent of this form is to ensure that billeting money is being used economically.
2. If government lodging is not available at any of the below facilities, the Hale Koa will be used as a last resort. If the Hale Koa is unavailable, attempt to gain lodging references from them as they will only contact facilities that meet the \$112.00 per day allowance. Anyone exceeding this daily amount without proper non-availability information will only be reimbursed for \$112.00 per day. Anyone exceeding this daily amount with proper non-availability information will be required to get a modification to the original orders in order to be reimbursed an amount that exceeds \$112.00 per day.
3. The traveler is required to submit this letter with his TAD request.

Lodging in Hawaii

Lodging (listed in order of priority)	Phone	Distance to Camp Smith	Available/ Amount for Lodging	Non-availability statement/number
Pearl Harbor Navy Lodge 1623 Arizona Hall in Pearl Harbor	(808) 421-4500 DSN 942-5173	3.5 mi	_____	_____
Tripler Lodging Bldg 228B in Ft. Shafter Email: triplerlodging@mwrrarmyhawaii.com	(808) 839-2336	5.4 mi	_____	_____
Hickam Royal Alakai 15G St. Bldg 1153 in Hickam AFB E-Mail:15svs.svml@hickam.af.mil	(808) 448-5400 DSN 448-5888	9.6 mi	_____	_____
The Lodge at Kaneohe Bay Bldg 3038 in Kaneohe Bay E-Mail:ombkbaylodging@usmc-mccs.org	(808) 254-2806	18.4 mi	_____	_____
Bellows AFB Cottages In Bellows AFB	(808) 259-8080 1-800-437-2607	18.4 mi	_____	_____
Inn at Schofield Barracks 563 Kole Kole Ave. E-mail: theinn@innatschofield.com	(808) 624-9650 1-800-490-9638	24.2 mil	_____	_____
<u>Only utilized when all other government lodging is unavailable.</u>				
Hale Koa 2055 Kalia Road	(808) 955-0555 DSN 438-6739	12.7 mi	_____	_____

NAME: _____

RANK: _____

TRAVEL NUMBER: _____